

# **TOWN OF HARPSWELL**

## **REQUEST FOR PROPOSALS**

### **“Welcome to Harpswell” Sign Designs**

#### **I. INTRODUCTION**

The Town of Harpswell, Maine, is requesting design proposals, from Harpswell residents only, for “Welcome to Harpswell” signs for placement at two locations, one on Route 123 and one on Route 24 to welcome the public into Harpswell.

Proposals shall be packaged to allow administrative separation of the bidder’s identity from the proposed design and any supporting documents, to insure that the Design Review Committee is unaware of the bidder’s identity during its initial deliberations. The Committee may interview finalists to clarify proposals or to secure agreement on detailed changes to the proposals before presentation to the Town Meeting.

The Committee will recommend two finalists to be presented for a decision to the Town Meeting scheduled for March 20, 2010. The Town reserves the right to reject any and all bids, either by recommendation from the Design Review Committee or by the action of the Town Meeting not to fund the erection of the signs.

**Proposals are due on or before 4:30 PM, March 4, 2010.**

#### **II. SPECIFICATIONS**

This section details the required specifications of the proposed sign design included in this proposal.

- a. Submit a visual representation in suitable detail to allow a faithful reproduction on the proposed sign.
- b. The visual representation must not exceed two square feet, or ¼ scale of the proposed sign.
- c. The visual representation must contain colors as they are intended to be used on the proposed sign.
- d. The proposal must be for a two-dimensional sign not larger than thirty-two square feet.
- e. The proposal may be for a single-sided or a double-sided sign.
- f. The proposed sign must contain the word “Harpswell.”

#### **III. QUESTIONS**

Questions about the RFP must be posed to the Town Administrator before 4:30 PM on Wednesday, February 10, 2010.

All questions regarding the proposal process or specifications should be directed to The Town Administrator at 207-833-5771.

#### **IV. TERMS AND CONDITIONS**

A. Submittal Instructions.

All proposals must be delivered to:

Town of Harpswell  
PO Box 39  
263 Mountain Road  
Harpswell, Me 04079

**Proposals are due on or before 4:30 PM, March 4, 2010.** Proposals should be submitted in a sealed envelope labeled "Welcome to Harpswell Sign Design."

B. Withdrawals. You may withdraw your proposal at any time prior to the date and time set for closing.

C. The Town's appointed Design Review Committee will narrow the Responses to two designs for presentation at Town Meeting.

C. Award. The Town intends to award \$500 to the designer whose design proposal is approved by Town Meeting on March 20, 2010.

## **V. GENERAL INFORMATION**

There is no expressed or implied obligation for the Town of Harpswell, Maine to reimburse responders for any expenses incurred in preparing proposals in response to this request. During the evaluation process, the Town of Harpswell reserves the right, where it may serve the Town's best interest, to request additional information or clarification from responders, or to allow correction of errors or omissions. Unless otherwise modified by the Town of Harpswell with an Addendum, the terms and conditions in this RFP shall prevail. The Town of Harpswell reserves the right to reject, in whole or part, any proposal that does not comply with such terms and conditions or when it is in the best interest of the Town. The Town of Harpswell reserves the right to retain all proposals submitted. The Town shall retain all intellectual rights to the design selected and funded by the Town. The Town shall retain all submissions, but not the intellectual rights to those not selected and funded by the Town. The Town retains the right to display all submissions at places and times of its choosing. Submission of a proposal indicates acceptance by the bidder of the conditions contained in the Request for Proposals, unless clearly and specifically noted in the proposal submitted.